

17 August 1973

STAT

MEMORANDUM FOR: [REDACTED]

SUBJECT : Second Meeting of RMO Conference Planning Committee

1. The proposed program for the RMO Conference was revamped as follows:

A. Theme: Records Management: One Agency - One Program.

B. Format:

(1) Directorate work sessions -- three, two hours each.

(2) Mixed group work sessions on an Agency Procedural Handbook -- number of sessions and duration of each to be determined at next meeting. (Approximately four hours are available for this.)

(3) Presentations on subjects of general interest.

C. Subjects of General Interest

- Keynote Speaker - Mr. Colby (or, if unavailable, Mr. Brownman). This will be videotaped. Mr. Colby has given a tentative "Yes" to [REDACTED] invitation but STAT has suggested that Mr. Brownman be lined up as an alternate if need be.

- Historical Staff presentation - Walt Elder. Philosophy and theory of historical records. Mr. Elder has accepted [REDACTED] invitation to address our group. STAT

- SIPS - [REDACTED] Oscar has volunteered to select the speaker and to determine how much time presentation of this subject will require. STAT

- Human Behavior in job relations. CRS has produced a machine listing of films which may be appropriate for our purpose. Hopefully, screening of these will take place before the next meeting.

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

- Career concept for Records Management Officers. [] will ask [] to address the conferees on the DDO Career Service System for RMOs.

STAT

- General talk on Records Management and the

STAT

- Microfilm - [] If the Microfilm Committee has progressed to the point that they have policy and guidelines which can be presented at the Conference we would like to hear them. If not, we would prefer a brief statement on the status of microfilming in the Agency to be included in [] presentation on State of the Arts (see next item).

STAT

STAT

- State of the Arts - [] (and associate(s) if he would like). Subjects to be covered:

STAT

(1) Full-time Records Management Officers, emphasize concept.

(2) The Committee feels that we are lacking Agency-wide central management guidelines in records management. From where should these guidelines come?

(3) What is the status of the Records Management Board? (Suggestion was made that members of the Board be invited to the Conference -- at least to part of it.)

(4) Vital Records Program. Brief statement on status of program. Has responsibilities for Vital Records been transferred to National Archives from OEP? [] is sending a memorandum to Mr. Brownman recommending change of emphasis in VR from relocation and continuing operations to security of basic documentation in order to reconstitute records in case originals are destroyed. [] hopes to have an answer on this in time for the Conference.

STAT

STAT

(5) Annual Report of Records and Equipment Inventory (and it is annual isn't it?) and sq. ft. of floor space required for equipment. This is confusing, so is form. Please clarify.

ADMINISTRATIVE - INTERNAL USE ONLY

(6) Classification-Declassification. Brief statement on status of program and of guidelines. Talk about Staff plans.

(7) Microfilm Program in Agency (If not presented as a separate talk). Statement on Agency-wide micro-publishing program.

(8) Reproduction Equipment. What is the plan for reproduction equipment?

(9) Word Processing Equipment. Brief statement on plans and status of guidelines.

It is planned that [] presentation be in two parts.

STAT

D. Further Suggestions. Endorsed those proposed at the first meeting:

- Records Center Tours (Optional) stressed as part of program and limited to one-half hour.

- Directorates' representatives to give highlights of sessions and conference summaries. These should be limited to a total of one-half hour (representatives might check with counterparts to make sure there is no duplication).

- Longer coffee breaks to allow inter-Directorate interaction.

E. Miscellaneous Matters Discussed

Agreed to invite the members of the Micro-film Committee to the Conference.

- Endorsed the gray folders with red printing suggested []

STAT

2. The next meeting of the Committee will be on Thursday, 23 August 1973, 1400 - 1600 in Room 4F21 Hqs. Please be prepared to discuss the following:

A. The mixed group work session(s). Should this be one long session of four hours or two sessions, two hours each? Name chapters to be worked on.

B. Status reports from those members assigned specific tasks.

C. Please prepare written suggestions on what

ADMINISTRATIVE - INTERNAL USE ONLY

the individual speakers should include in their talks.

D. I have attached a rough outline on how our time utilization appears to be shaping up and a skeleton agenda on which you may suggest the order in which you think the activities should occur. We will compare our efforts on Thursday.



STAT

Distribution:



STAT